

# Central Mail News



March 2014

Issue 63

## Exciting News! (Revisited)

We are really excited about our relationship with our **presort service** that we told you about in the last newsletter. Since we have started offering this service in September, we have saved the campus departments more than **\$12,900.00** in first class postage fees! Since the USPS price increase took effect on Jan 26, 2014, we are metering one ounce, first class letters at a 43.5 cent rate per letter, saving you nearly 5 cents per letter. Two ounce letters are metered at the same 43.5 cents, saving almost 30 cents per letter! Three ounce letters are metered at a 69.5 cent rate, saving more than 23 cents per letter. What is the catch? Well, here it is. First, this presort service is available only for first class letters, not large envelopes or postcards, but they are looking at sending large envelopes through this service, so stayed tuned for further developments.

## Meet the Carriers

Keeping up with the theme I started, I want to introduce you to a couple of our carriers. The good news is that we have not had any turnover of our permanent or temporary employees, which is good because our experience is growing! This quarter we want to introduce you to our two temporary employees, who assist us with sorting our mail and delivering to the Jardine Apartment residents.

### David (Dave) Bammes



Dave has been with Central Mail Services since July 2012. Before that, he retired from the Manhattan Post Office, where he served as a letter carrier for 34 years. Dave brings a wealth of postal experience and is always upbeat. Dave is passionate about assisting the Jardine Apartment residents and is a great asset to Central Mail.

### Jay Davis



Jay has worked for Central Mail Services since July 2012, delivering mail to Jardine Apartment residents and assisting with the sorting of mail. Prior to being hired by Central Mail, Jay retired from the Manhattan Post Office as a letter carrier (which is where many of the campus community may remember him, as he delivered to K-State buildings) for 18 years. Prior to that, Jay retired from the United States Army, where he served for 21 years. Jay is a K-State graduate and enjoys gardening, sports, and travelling, but most of all enjoys spending time with his family. Jay enjoys working at Central Mail and assisting the Jardine Apartment residents.

# CMS NTP - Central Mail Services News, Tips, and Pointers

## News from the Administrative Officer

**CMS Information Sheets** – Last quarter, I informed you that we started scanning and e-mailing the CMS Information Sheets to cut down on the paper copies we are sending. If you include your e-mail address on the information sheet when you send it over with your package, we will e-mail your CMS Information Sheet with pricing and tracking information. If you have an information sheet without the e-mail address as the last line of the “From” address, you can download the latest Information Sheet from <http://www.k-state.edu/facilities/cms/forms.html>. You can also write your e-mail address below your from address or include a third party e-mail address you would like the information sheet e-mailed to.

**AiM instead of Oracle** – As many of you know, sometime soon, we will be using a different vendor for our work orders and billing. So, as part of this transition, all of the departments will be getting new account numbers, to include postage account numbers. Unfortunately, I do not know what these numbers will be yet, but I am aware of the fact that many of you will have to reorder mailing envelopes soon. I want to let you know that when Central Mail transitions to the new account numbers, we will have a cross reference we will be using to know which new account number to charge your postage to. Of course, it would be a tremendous help if you could rubber band your mail together and cross out the number on the first envelope and write the new account number on at least one envelope. Another alternative, if you do not want to cross out the number is to attach a sticky note to the envelopes with the correct account number.



**DHL Express for International shipments**– We have expanded our service since our last newsletter and we can now ship international packages through DHL. This is an exciting opportunity for us because DHL is bigger in Europe and Asia than even FedEx and UPS! In our first quarter of using this for international shipments, we have shipped 130 shipments to 28 different countries, with an average shipment weight of more than 5 pounds and an average cost of less than \$25 per shipment. Overall, the service delivery times and prices have been great. However, there are some issues that I have learned. If you are shipping material to another country and will be flying to that country and using the materials, it is imperative for us to know beforehand. The reason for this is there will be a different price rate for this service than if you are shipping the material to someone for commercial purposes. I also need to know (1) the value of the shipment, (2) if you are willing to pay any duty taxes or if the recipient of the package should pay the duty taxes, and (3) a valid phone number or e-mail address to give to DHL for the recipient, in case the address is incorrect in any manner. This information will make your international shipment that much easier and more economical.

**Use of rubber bands** – Central Mail requests that if you are putting mail into a box to be metered, that you would please rubber band all pieces that are being sent for the same meter number. If you cannot fit the whole bundle through the mail slot, then could you please break it down into sections that will fit and rubber band each of the sections? This would help us out tremendously on both taking mail out of the box during routes and when processing mail through our meter machines. Each of the buildings should have either a box of rubber band on the box or somewhere near, but CMS can provide some rubber bands for you if you need them. Just e-mail me at [jayh@ksu.edu](mailto:jayh@ksu.edu) and I will have some sent over to your department.

**Departmental visits / Mail Preparation Class** – As the Administrative Officer for Central Mail Services, one of my responsibilities is to talk to the departments and let them know of the services we offer and how we can help meet their shipping needs. I talked to a few departments last year and am gearing up to talk to some more. If you would like to request a visit, please contact me via e-mail or phone at 2-7751. I would be more than happy to visit with anybody you need me to so that we can discuss shipping options and ways to save you money! Also, do not forget that we offer a Mail Preparation 101 class once per semester. If you have either never been to one or it has been awhile since you have been to one, the mailing and shipping industry is

constantly changing, so you may look at sending someone. The price is right (free) and I am sure the two hours invested will make for some kind of return in your shipping capacities.

**Social Media** – Did you know that Central Mail is now on Facebook and Twitter? Please like / follow us. We will do our best to send you out important changes, like new stamps that we offer and new services, but not bog you down with too much information. Please help us get the word out!

-  - KSU Central Mail Services and Contract Postal Unit
-  - @KSUCentral\_Mail

**LISTSERV** – Did you know that Central Mail Services has a listserv that they manage? On this, we send out occasional price increase notices and other vital information related to shipping and mailing. If you would like to be added to our listserv, please e-mail me directly at [jayh@ksu.edu](mailto:jayh@ksu.edu).

Thank you for your continued support of Central Mail. Please see below for some important information on procedures.

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**Tips and Pointers** – For easy perusal of what applies to you, I **bolded** the subject of each paragraph.

**Departmental moves** – If your department moves to another building on campus, please let us know as soon as you know that you are scheduled to move. We have a change of address card that we can supply you so that your address can be corrected in the USPS system and we have a departmental form that we would like you to fill out so that we can maintain in our local files. The KSU form can be found on our Website at <http://www.k-state.edu/facilities/cms/forms.html>. The third form down is listed as “Department Change of Address Form.” Please fill that out and either scan and e-mail to me or place the original in a campus envelope and send to Central Mail Service at 109 Dykstra Hall.

When you fill out information sheets and submit them with your packages, please include a phone number of the recipient. If UPS or FedEx has a **phone number**, they are able to call the recipient if there is a mistake in the address. This could potentially save you the \$11 - \$12.00 fee that UPS and FedEx charge if they have to make an address correction. On this same note, please ensure that the address is as correct as possible when addressing the box. We will use the address provided, but a few extra minutes ensuring that the address is correct could save you \$11 or \$12 in address correction charges that FedEx and UPS charge, respectively.

**Mailing supplies for departments** – Central Mail Services now has supplies available for charge back to the departments. So, on those days when you can't seem to scrounge up a box or envelope the right size, or you don't feel like expending the energy needed to look for one, you can bring your shipment to us and we can pack it for you (within the limits of the parameters of our boxes) and will charge it back to your department. These are the products we have available and the prices shown include our surcharge:

- Shipping box, 14" x 10" x 7" for \$1.618
- Shipping box, 8" x 8" x 8" for \$2.017

- Padded mailing envelope, 6" x 10" for \$1.732
- Padded mailing envelope, 12.5" x 18.25" for \$1.026
- Clasp gummed envelopes, 10" x 13" for \$0.285
- Clear mailing tape roll with dispenser for \$2.770

## New Stamps



### Year of the Horse Stamps (2014)

**These self-adhesive stamps are being issued in sheets of 12.** Around the world, a new year is welcomed with noise! Chinese drums, with drumsticks painted red for luck, highlight the U.S. Postal Service's 2014 **Year of the Horse** stamp, seventh in the *Celebrating Lunar New Year* series. The Year of the Horse begins on January 31, 2014, and ends on February 18, 2015.

Across many cultures, in the United States as elsewhere, the Lunar New Year is celebrated in various ways, often with parades and parties. Firecrackers are traditionally used to scare off evil spirits and welcome this time of renewed hope for the future. Lucky foods are eaten - kumquats, for example (issued in 2011) — and given as gifts. Festive lanterns, colored red for luck (issued in 2008), are common decorations at Lunar New Year celebrations, where they are frequently hung in rows.

Combining original artwork by Kam Mak with two elements from the previous series of Lunar New Year stamps — Clarence Lee's intricate paper-cut design of a horse and the Chinese character for "Horse," drawn in grass-style calligraphy by Lau Bun art director Ethel Kessler has created a culturally rich stamp design that celebrates the diversity of the American experience.

The Year of the Horse stamp is being issued as a Forever® stamp in self-adhesive souvenir sheets of 12. Forever stamps are always equal in value to the current First-Class Mail® one-ounce rate.

**Issue Date:** January 15, 2014



### Shirley Chisholm Stamps

"Unbought and Unbossed." That was the slogan of maverick politician Shirley Chisholm, who shattered barriers, spoke her mind, stood up for the disadvantaged, and in 1968 became the first black woman ever elected to Congress. The **Shirley Chisholm Stamp** is the 37th stamp in the Black Heritage series features a painting of Chisholm by artist Robert Shetterly. The compelling portrait is taken from a series of paintings titled "Americans Who Tell the Truth." Art director Ethel Kessler designed the stamp.

After her election to Congress, Chisholm scored another historic first in 1972 when she declared her candidacy for the

Democratic nomination for President. She later wrote of her unsuccessful bid, “The next time a woman runs, or a black, or a Jew or anyone from a group that the country is 'not ready' to elect to its highest office, I believe that he or she will be taken seriously from the start...I ran because somebody had to do it first.”

The Shirley Chisholm stamps are being issued as Forever® stamps in self-adhesive sheets of 20. Forever stamps are always equal in value to the current First-Class Mail® one-ounce rate.

**Issue Date:** January 31, 2014



### **Winter Flowers Stamps**

***These self-adhesive stamps are being issued in books of 20.***

With the **Winter Flowers Stamps**, the U.S. Postal Service continues its tradition of issuing stamps that present beautiful, floral-themed art.

Each of these four stamps depicts a close-up view of one plant—(clockwise from upper left) amaryllis, cyclamen, Christmas cactus, or paperwhite—with detailed and colorful renderings of its blossom and foliage.

These winter-blooming flowers are popular potted plants, especially during the holidays when people enjoy them as gifts or as festive decorations. Just as these flowers brighten our dark winter days; these stamps will add a decorative and cheerful note to all your correspondence.

Art director Ethel Kessler designed the Winter Flowers stamps, which feature art by William Low.

The *Winter Flowers* stamps are being issued as Forever® stamps in books of 20. Forever stamps are always equal in value to the current First-Class Mail one-ounce rate.

**Issue Date:** February 14, 2014



### **Hummingbird 34-cent Stamps**

The new **Hummingbirds 34-cent Stamp** postcard stamp celebrates the beauty and grace of the hummingbird. The stamp art is a tinted, highly stylized, digital depiction of a hummingbird hovering near a plant.

Hummingbirds, known for their agility, brilliant colors, and long bills, are among the smallest birds in the world, ranging in size from about two to eight inches long. Some weigh less than a penny. Special wing anatomy enables hummingbirds to fly forward, backward, and upside down, as well as to hover in one spot. The “humming” sound they produce is made by their rapid wing movements — the wings of some species beat up to 80 times per second!

The Hummingbird stamp features the art of illustrator Nancy Stahl. Carl T. Herrman was the art director.

The Hummingbird stamp is being issued in self-adhesive sheets of 20 and coils of 100. It is being sold at the postcard rate, 34 cents each, amounting to \$6.80 per sheet, or \$34.00 per roll.

**Issue Date:** February 7, 2014





### The Star-Spangled Banner Stamps

The **Star-Spangled Banner Stamps** feature a treasured American icon ever since Francis Scott Key celebrated the sight of an American flag still flying over Fort McHenry during the War of 1812.

This stamp commemorates the 200th anniversary of the Star-Spangled Banner with a photograph of the flag that flies over Fort McHenry National Monument and Historic Shrine in Baltimore. This flag is a replica of the one that inspired Key to write "The Star-Spangled Banner" after Fort McHenry withstood the British attack of September 13-14, 1814. Photographer Gary Clark took the picture of the flag against a backdrop of fireworks during an annual celebration of Defenders' Day. Defenders' Day, according to the National Park Service, is "Baltimore's oldest holiday commemorating the bombardment of Fort McHenry and the writing of 'The Star-Spangled Banner.'" Clark said it was a challenge to get the fireworks and the flag in the same shot and that "the wind picked up quite a bit that night." Art director Phil Jordan designed the stamp.

The *Star-Spangled Banner* stamps are being issued as Forever® stamps in double-sided booklets of 20 stamps and in self-adhesive coils of 100 stamps. Forever stamps are always equal in value to the current First-Class Mail® one-ounce rate.

**Issue Date:** January 28, 2014



### Medal of Honor: World War II Stamps

The **Medal of Honor: World War II Forever®** stamp features the nation's highest award for valor in combat. It is presented "for conspicuous gallantry and intrepidity at the risk of life, above and beyond the call of duty." In January 2012, the U.S. Postal Service invited the last living recipients of the award from World War II to join in honoring the extraordinary courage of every individual who received the Medal of Honor for his actions during the war. All the men pictured here agreed to participate in this momentous event. Sadly, Senator Daniel K. Inouye and Vernon McGarity died before the stamps could be issued, as did Nicholas Oresko, who died after the stamps were printed. Their photographs are still included, as they remain among the last representatives of a remarkable group whose courage and devotion we honor with this issuance.

Historic photos of the men surround two Forever® stamps on the first page of a new type of issuance, the prestige folio. One stamp features a photograph of the Navy version of the Medal of Honor; the other stamp features a photograph of the Army version of the award. The two center pages list the names of all the recipients of the Medal of Honor from World War II. The remaining 18 stamps are found on the back page.

More than 16 million people served with the American armed forces during World War II, but only 464 were chosen to receive the Medal of Honor. The road to receiving this medal is a long one. Each recipient's actions are reviewed by a lengthy chain of command, starting with their superiors and ending with the Secretary of Defense and the President. More than half the men who received the Medal of Honor for their actions during World War II were killed in action. Art director Antonio Alcalá designed the stamps and the new format, working with photographs of the medals by Richard Frasier. Each *Medal of Honor: World War II* prestige folio contains 20 Forever® stamps. Forever stamps are always equal in value to the current First-Class Mail® one-ounce rate.

**Issue Date:** November 11, 2013